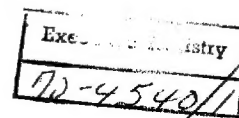


70-3705



4 SEP 1970

MEMORANDUM FOR: Director of Central Intelligence

THROUGH : Executive Director-Comptroller  
Deputy Director for Support

SUBJECT : Federal Woman's Award

1. This memorandum transmits for your signature a letter to Mrs. Patricia Reilly Hitt, Chairman, Board of Trustees of the Federal Woman's Award, indicating the Agency has no candidate for the Federal Woman's Award this year.

2. It is recommended that you sign the attached letter to Mrs. Hitt. The deadline for submission of nominations is 30 October 1970.

STATINTL



Robert S. Wattles  
Director of Personnel

Att

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70.3602

Executive Registry

70-4540

# FEDERAL WOMAN'S AWARD

Care of  
U.S. Civil Service Commission  
1900 E Street, N.W.  
Washington, D. C. 20415

AUG 24 1970

Honorable Richard M. Helms  
Director  
Central Intelligence Agency  
Washington, D. C. 20505

Dear Mr. Helms:

As Chairman of the Board of Trustees for the Federal Woman's Award, I am pleased to extend to you an invitation to submit nominations from your agency for the eleventh annual Federal Woman's Award, to be presented on February 25, 1971.

The vigorous interest in the Federal Woman's Award program shown each year by the President and by heads of agencies has contributed importantly to its success. The program offers a valuable opportunity to pay high tribute and to focus nationwide attention on the accomplishments of your exemplary career women. I am sure you will want to start immediately on the staff work that will lead to nomination of outstanding candidates from your field offices, as well as your Washington headquarters. The Board would like to emphasize that more consideration should be given to nominating younger women, particularly those who, while they have not had a lengthy career, have made some very significant contributions.

The closing date for receipt of nominations is October 30, 1970. A sample nomination form and criteria for nominations are enclosed. Your agency may obtain additional forms by addressing a request to the Federal Woman's Award, care of the U. S. Civil Service Commission, Washington, D.C. 20415, or by calling Code 101, Extension 25568 (632-5568).

Your agency's participation in this important program will be most welcome. The Board joins me in anticipating the nominations of the highly able and dedicated career women of your agency whom you believe are qualified for this honor.

Cordially,

*Patricia Reilly Hitt*

(Mrs.) Patricia Reilly Hitt  
Chairman

Enclosures

*Response due 15 Oct. 1970*

Criteria for Nominations

ELIGIBILITY FOR AWARD

Any woman employee of the Federal Government with not less than three years continuous, full-time service in the competitive or excepted service, other than in a Schedule C position, and who has attained a rank equivalent to grade GS-9 of the Classification Act of 1949, or above, shall be eligible to receive an award based upon career service which has been characterized by outstanding ability and achievement in an executive, professional, scientific, or technical position.

Eligibility may be based upon achievements having an important effect on a major government program, or it may be based upon the specific outstanding accomplishments which have made, or are making, an important contribution to administrative, social, scientific, or technical progress in the work of a Federal agency. Eligibility for an award shall further depend upon the demonstration of either leadership, or sustained individual performance, showing a high degree of personal integrity, honesty, and judgment.

NOMINATIONS

Each department and agency may submit no more than six nominations. The purpose of providing for more than one nomination is to permit a distribution of nominations among age groups as well as occupational categories. Nominations must be submitted by the head of the department or agency concerned.

Nominations must be submitted on the forms provided, an original and five copies, each one enclosed in a folder. All information indicated on the form must be given. Extra sheets may be attached to the forms if necessary.

Specific examples and details of achievement must support each nomination. All information should be described in terms of factual data rather than opinion, and be in sufficient detail to be easily understood.

Submit nominations to Chairman, Board of Trustees, Federal Woman's Award, care of U. S. Civil Service Commission, Washington, D. C. 20415, no later than October 30, 1970. In the event your agency has no candidates to submit for this year, please notify the Board accordingly.

August 1970

NOMINATION FOR FEDERAL WOMAN'S AWARD		DATE:
TO:  BOARD OF TRUSTEES OF THE FEDERAL WOMAN'S AWARD		FROM: (DEPARTMENT OR AGENCY)
(1) NAME OF NOMINEE	(2) POSITION TITLE AND ORGANIZATIONAL TITLE	
(3) GRADE AND SALARY	(4) CITY AND STATE	
(5) SUMMARY OF PRINCIPAL ACHIEVEMENTS IN THIS AGENCY (NOT TO EXCEED 150 WORDS):		
(6) HIGHLIGHTS OF WORK EXPERIENCE (WITH DATES):		

(7) HONORS RECEIVED (FROM THIS AGENCY AND OTHER SOURCES):

(8) DETAILED STATEMENT OF BASIS FOR NOMINATION (INCLUDING PERTINENT PERSONAL QUALITIES, SCOPE OF INFLUENCE ON ACTIVITIES BOTH WITHIN AND OUTSIDE THE AGENCY, ETC.):

(9) EDUCATION

SCHOOL OR COLLEGE	MAJOR FIELD	DEGREES	DATE

SIGNED: (HEAD OF DEPARTMENT OR AGENCY)

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